

Business Information Sheet

Number 5c: Commercial Property: Planning Guidance General

If you wish to undertake building work on your premises, you may need to obtain planning permission.

However, you do not always need planning permission. Permission is generally not necessary for alterations affecting only the inside of buildings (though the law may change soon in respect of new mezzanine floorspace); nor need you apply to make small alterations to the outside such as the installation of telephone connections and alarm boxes. Other small changes – for example, creating an access or putting up walls and fences below a certain height – have a general planning permission for which an application is not required.

How can you obtain advice on whether permission is needed?

You can check informally with the council whether your proposed development needs planning permission. Please contact the Duty Planner (contact details below).

The Government has published a guidance note Planning Permission: A Guide for Business which can be downloaded from <http://www.communities.gov.uk/publications/planningandbuilding/planningpermission>.

This provides information on the planning system for businesses in England, provides guidance on when planning permission is required, how to make a planning application, and what happens afterwards. However, it is not an authoritative interpretation of the law. If, after reading this booklet, you are still unclear how to proceed, you should ask the planning department at Harrow Council for advice.

HARROW COUNCIL – INITIAL ADVICE

You can view the guidance on the Planning Portal

Planning operate a Pre-application service, this provides you with professional guidance prior to submission of a formal application.

There is a charge for this service and the cost is dependent on the size, scale and complexity of the proposal
www.harrow.gov.uk/info/200074/planning/654/pre-application-advice

For basic enquiries email planning.applications@harrow.gov.uk or telephone 020 8901 2650

Supporting documentation for planning applications

All planning applications must be accompanied with supporting documentation (known as "requirements").

The information within this section provides details about the different types of supporting documentation that may need to accompany your planning application and outlines what information each type of supporting document should comprise.

National requirements

SUPPORTING DOCUMENTATION

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National Requirements

The following types of supporting documentation (known as "national requirements") must be supplied with all planning applications:

certificates
correct fee
design and access statements
scaled drawings and plans

Local area requirements

The following types of supporting documentation (known as "local area requirements") may also need to be supplied with your planning application (depending on the type of application that you are submitting and the works that you are intending to complete):

General

photographs
planning agreements (Community Infrastructure Levy)
planning agreements (Section 106 agreements)
planning statements (and additional supporting information)
pre-application consultation statements

Conservation area and listed buildings

archaeological assessments
heritage statements
London view management framework assessment
regeneration statements

Environment

air quality assessments

basement developments
biodiversity surveys and reports
contaminated land assessments
daylight and sunlight assessments
environmental impact assessments
lighting assessments
noise, vibration and ventilation assessments
noise impact and sound insulation assessments
public open space plans
sustainability statements – design and construction
telecommunications statements
waste storage and collection plans

Social

affordable housing statements
crime impact assessments
lifetime homes and wheelchair housing statements
student management plan

Transportation

parking arrangement plans
transport assessments

Other

Tree survey/arboricultural statement and landscaping schemes
Affordable housing statements

Air quality assessment
Archaeological assessments
Biodiversity surveys and reports
Certificates
Contaminated land assessments
Crime impact assessments
Daylight and sunlight assessment
Removal or variation of conditions
Design and access statements
Prior notification of proposed work to a tree located in a conservation area
Environmental impact assessments
Heritage statements
Lifetime homes and wheelchair housing statements
Lighting assessments
London view management framework assessment
Noise impact and sound insulation assessments
Noise, vibration and ventilation assessments
Parking arrangement plans
Planning statements (and additional supporting information)
Pre-application consultation statements
Public open space plans
Regeneration statements
Scale drawings and plans
Scale drawings and plans - by project type
Scaled drawings and plans - by permission type
Types of scale drawings and plans

Disclaimer

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